



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

August 13, 2014

Kayla Honkomp
627 5th St. SE
Dyersville, IA 52040

Dear Child Care Provider,

This letter is in regards to the 8/12/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(8) Children's Files. **I am attaching a copy of the form I used so you have the children's name and what is needed. When I was there you had sent out new packets for the yearly updates on all your children, and you have a new childcare child who needs almost everything.**

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 10/1/14.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 10/1/14

X _____
Signature Date

Please do not hesitate to contact me at DHS, if you have any questions regarding this letter.

Sincerely,

Glenda Currier

Glenda Currier, SW II, Childcare Specialist, gcurrie@dhs.state.ia.us

563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

MACHELLE PEZLEY

Machelle Pezley

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral.

For Dubuque County: CCRR 2728 Asbury Rd, Atrium Building, Dubuque, IA 52001

563-557-1628 or 866-296-5331, fax 563-582-5572

Cherie Kennedy: cherie.kennedy@episervice.org Child Care Consultant, CCRR

Kacey Wiest: kacey.wiest@epIService.org Child Care Consultant, CCRR
Tara Roddick: tara.roddick@epIService.org Child Care Consultant/Supervisor, CCRR
Stephanie VanGroll: Stephanie.vangroll@epIService.org Child Care Consultant, CCRR
Michael McMahon, Fire Marshal: 563/589-4195 mmcmahon@cityofdubuque.org Dubuque Fire Department

For Jackson & Clinton County: CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732
563-243-5220 or 866-243-5220, Fax: 563-243-7331
Kathy Richmond, krichmond@iacommunityaction.org Child Care Consultant, CCRR
Jeffrey Chapman, Safety Director: 563/242-0126 jchapman@Clintonfd.us Clinton Fire Department

For Scott County: CCRR, 500 E 59th St, Davenport, IA 52807
563-324-3236, 563/324-3239 ext. 1421 Long distance: 866-324-3236
Lisa Hilsenbeck, lhilsenbeck@iacommunityaction.org Child Care Consultant Supervisor

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).